



Adding a Noon Report

Knotical Technical — Vessel Reporting
User Guide

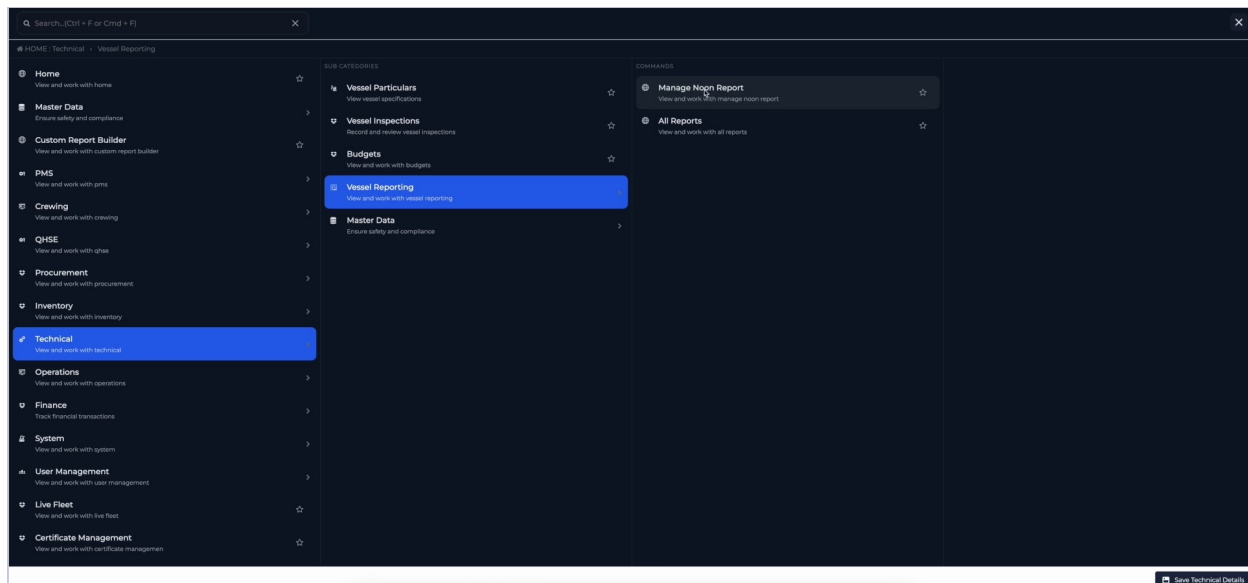
June 2026

Overview

This guide explains how to add a **noon report** in Knotical. Noon reports — also called vessel reports — capture a vessel's operational data for each event in a voyage: position, voyage details, navigation, fuel consumption, and more. They live under **Technical** → **Vessel Reporting** → **Manage Noon Report**. Each report is tied to a voyage event (Departure, a Noon Report at sea or in port, Arrival, and so on), and the events available to you depend on the previous report.

Step 1. Open Manage Noon Report

In the **Technical** module, open **Vessel Reporting** and choose **Manage Noon Report**.



Technical → Vessel Reporting → Manage Noon Report.

Step 2. Select the vessel and start a report

On the **Vessel Reporting** screen, confirm the selected **Vessel** at the top — use **Change** to switch. The list shows the reports already submitted for that vessel. Click **+ New Vessel Report**.

#	Code	Vessel Name	Report Type	Report Date (UTC)	UTC Offset	Voyage Number	Voyage Type	Port	Destination Port	ETA
1	AST_0006	ASTRA 1	Noon Report Port	24 Oct 2025 12:56	3	020825	LADEN	Ras Isa Terminal		N/A
2	AST_0005	ASTRA 1	Noon Report Port	23 Oct 2025 12:00	3	020825	LADEN	Ras Isa Terminal		N/A
3	AST_0004	ASTRA 1	Noon Report Port	22 Oct 2025 12:00	3	020825	LADEN	Ras Isa Terminal		N/A
4	AST_0003	ASTRA 1	Noon Report Port	21 Oct 2025 12:00	3	020825	LADEN	Ras Isa Terminal		N/A
5	AST_0002	ASTRA 1	Noon Report Port	20 Oct 2025 22:09	3	020825	LADEN	Ras Isa Terminal		N/A
6	AST_0001	ASTRA 1	Noon Report Port	19 Oct 2025 01:07	3	020825	LADEN	Ras Isa Terminal		N/A
7	AST_0000	ASTRA 1	Noon Report Port	18 Oct 2025 00:57	3	020825	LADEN	Ras Isa Terminal		N/A
8	AST_0009	ASTRA 1	Noon Report Port	17 Oct 2025 17:19	3	020825	LADEN	Ras Isa Terminal		N/A
9	AST_0008	ASTRA 1	Noon Report Port	16 Oct 2025 20:12	3	020825	LADEN	Ras Isa Terminal		N/A
10	AST_0007	ASTRA 1	Noon Report Port	15 Oct 2025 02:39	3	020825	LADEN	Ras Isa Terminal		N/A
11	AST_0006	ASTRA 1	Noon Report Port	14 Oct 2025 14:46	3	020825	LADEN	Ras Isa Terminal		N/A
12	AST_0005	ASTRA 1	Noon Report Port	13 Oct 2025 21:28	3	020825	LADEN	Ras Isa Terminal		N/A
13	AST_0004	ASTRA 1	Noon Report Port	12 Oct 2025 23:31	3	020825	LADEN	Ras Isa Terminal		N/A
14	AST_0003	ASTRA 1	Noon Report Port	11 Oct 2025 17:54	3	020825	LADEN	Ras Isa Terminal		N/A
15	AST_0002	ASTRA 1	Noon Report Port	10 Oct 2025 14:27	3	020825	LADEN	Ras Isa Terminal		N/A
16	AST_0001	ASTRA 1	Noon Report Port	09 Oct 2025 13:33	3	020825	LADEN	Ras Isa Terminal		N/A
17	AST_0000	ASTRA 1	End Of Sea Passage	08 Oct 2025 13:06	3	020825	LADEN	Capt Port	Ras Isa Terminal	N/A

The Vessel Reporting list. Confirm the vessel, then click + New Vessel Report.

Step 3. Choose the event

In the **Choose Event** dialog, pick the event this report covers. Only events that can follow the previous report are offered — for example, after a **Noon Report Port** you might log a **Departure**, another port report, or a sea passage. Select the event and click **Next**.

#	Code	Vessel Name	Report Type	Report Date (UTC)	UTC Offset	Voyage Number	Voyage Type	Port	Destination Port	ETA
1	AST_0006	ASTRA 1	Noon Report Port	24 Oct 2025 12:56	3	020825	LADEN	Ras Isa Terminal		N/A
2	AST_0005	ASTRA 1	Noon Report Port	23 Oct 2025 12:00	3	020825	LADEN	Ras Isa Terminal		N/A
3	AST_0004	ASTRA 1	Noon Report Port	22 Oct 2025 12:00	3	020825	LADEN	Ras Isa Terminal		N/A
4	AST_0003	ASTRA 1	Noon Report Port	21 Oct 2025 12:00	3	020825	LADEN	Ras Isa Terminal		N/A
5	AST_0002	ASTRA 1	Noon Report Port	20 Oct 2025 22:09	3	020825	LADEN	Ras Isa Terminal		N/A
6	AST_0001	ASTRA 1	Noon Report Port	19 Oct 2025 01:07	3	020825	LADEN	Ras Isa Terminal		N/A
7	AST_0000	ASTRA 1	Noon Report Port	18 Oct 2025 00:57	3	020825	LADEN	Ras Isa Terminal		N/A
8	AST_0009	ASTRA 1	Noon Report Port	17 Oct 2025 17:19	3	020825	LADEN	Ras Isa Terminal		N/A
9	AST_0008	ASTRA 1	Noon Report Port	16 Oct 2025 20:12	3	020825	LADEN	Ras Isa Terminal		N/A
10	AST_0007	ASTRA 1	Noon Report Port	15 Oct 2025 02:39	3	020825	LADEN	Ras Isa Terminal		N/A
11	AST_0006	ASTRA 1	Noon Report Port	14 Oct 2025 14:46	3	020825	LADEN	Ras Isa Terminal		N/A
12	AST_0005	ASTRA 1	Noon Report Port	13 Oct 2025 21:28	3	020825	LADEN	Ras Isa Terminal		N/A
13	AST_0004	ASTRA 1	Noon Report Port	12 Oct 2025 23:31	3	020825	LADEN	Ras Isa Terminal		N/A
14	AST_0003	ASTRA 1	Noon Report Port	11 Oct 2025 17:54	3	020825	LADEN	Ras Isa Terminal		N/A
15	AST_0002	ASTRA 1	Noon Report Port	10 Oct 2025 14:27	3	020825	LADEN	Ras Isa Terminal		N/A
16	AST_0001	ASTRA 1	Noon Report Port	09 Oct 2025 13:33	3	020825	LADEN	Ras Isa Terminal		N/A
17	AST_0000	ASTRA 1	End Of Sea Passage	08 Oct 2025 13:06	3	020825	LADEN	Capt Port	Ras Isa Terminal	N/A

Choose Event. Pick the voyage event for this report, then Next.

Step 4. Work through the report wizard

The report opens as a seven-step wizard: **Report Overview**, **Cargo & Draft**, **Fuel & Emissions**, **CII & Corrections**, **Auxiliary Energy Systems**, and **Custom Fields**. Move between steps with **Next** and **Prev**; fields marked with an asterisk are required.

Report Overview captures the reporting date and time with its UTC offset, the current GEO position (latitude, longitude, course), the voyage number and type, and the departure and next ports with ETA. The previous event's details are shown alongside for reference.

Add New Event (Departure)

Report Overview (Data location, voyage details)

Date & Time
Reporting Date & Time: 23 Mar 2026 18:02 UTC Offset: UTC +09:30

Current GEO Position
Latitude: 24.5 Longitude: 23.89 Course at Sea: 100 degrees

Voyage Details
Voyage: Type voyage number... Voyage Type: LADEN, BALLAST, ANCHORED, PORT, TECHNICAL / NON COMMERCIAL

Departure & ETA
Departure Port: Select Departure Port Next Port: Select Destination Port

Previous Event Details
Previous Event: Noon Report Port
Event Timestamp: 24 Oct 2025 12:56 UTC +03:00
Time Since Last Event: 3602:36 HH:mm

Next > Close Window

Step 1 — Report Overview: date/time, position, and voyage details.

Navigation records the time breakdown (time at sea, hours underway, at anchor, drifting) and the distance and speed by ECDIS and by speed log. **Cargo & Draft** (step 2) captures drafts, displacement, and cargo carried.

Add New Event (Departure)

Navigation (Time at sea, distance, drifting)

Time Breakdown
Time at Sea: 10:00 HH:mm Hours Underway: 01:00 HH:mm
Hours at Anchor: 00:00 HH:mm Hours Drifting: 00:00 HH:mm
Drifting Reason: Mandatory if drifting > 0

Distance & Speed
Distance by ECDIS: 0 nm Avg Speed by ECDIS: 0.00 kts
Distance by Speed Log: 0 nm Avg Speed by Speed Log: 0.00 kts

Operational Time
Steaming Time (HH:mm): 00:00

Step > Next > Close Window

Step 3 — Navigation: time breakdown, distance, and speed.

Fuel & Emissions is the heart of the report. For each fuel type (LFO, MGO, MDO), enter the **ROB at Report Time** — the remaining-on-board figure is checked against the previous report — the **Total Consumption**, and any bunker or de-bunker adjustments. The later steps, **CII &**

Corrections and Auxiliary Energy Systems, cover slow-steaming/ice corrections and boiler and incinerator consumption.

Add New Event (Departure)

Report Overview | Cargo & Draft | Navigation | **Fuel & Emissions** | Oil & Corrections | Auxiliary Energy Systems | Custom Fields

Fuel Type: Light Fuel Oil (LFO)

ROB at Report Time: 395 MT

FUEL REQUESTED: 0 MT

Reason for Adjustment: Select Reason

Authorized By: Select Authorized By

ROB from Previous Report: 400.9 MT

Total Consumption: 6.00 MT

ROB Fuel - Marine Gas Oil (MGO)

ROB / Consumption:

Fuel Type: Marine Gas Oil (MGO)

ROB at Report Time: 112 MT

ROB from Previous Report: 113.7 MT

Total Consumption: 2.00 MT

Fuel Adjustments: 0 MT

Reason for Adjustment: Select Reason

Authorized By: Select Authorized By

Bunker / DeBunker Details:

ROB Before Bunker: 0 MT

Bunker / DeBunker Quantity: 0 MT

ROB After Bunker: MT

ROB Fuel - Marine Diesel Oil (MDO)

ROB / Consumption:

Fuel Type: Marine Diesel Oil (MDO)

ROB at Report Time: 50 MT

ROB from Previous Report: 0 MT

Total Consumption: 300 MT

Fuel Adjustments: 0 MT

Reason for Adjustment: Select Reason

Authorized By: Select Authorized By

Bunker / DeBunker Details:

ROB Before Bunker: 0 MT

Bunker / DeBunker Quantity: 0 MT

ROB After Bunker: MT

Previous Next Close Window

Step 4 — Fuel & Emissions: ROB and consumption per fuel type.

Note: Because each report follows on from the last, add reports in voyage order. The remaining-on-board (ROB) figures and the list of allowed events both carry forward from the previous report.

Step 5. Finish and verify

On the final step, **Custom Fields**, complete any company-specific fields, then click **Finish**. The report is saved.

Add New Event (Departure)

Report Overview | Cargo & Draft | Navigation | Fuel & Emissions | Oil & Corrections | Auxiliary Energy Systems | **Custom Fields**

Is the safety guard in place and functional?

☒ Pass ☐ Fail ☐ N/A

Was the equipment inspected?

☐ Yes ☐ No ☐ N/A

Text Field *

Previous Finish Close Window

Step 7 — Custom Fields. Click Finish to save the report.

The new report appears at the top of the **Vessel Reporting** list, showing its event type, report date, and voyage details.

The new report at the top of the Vessel Reporting list.

Filed consistently for each voyage event, noon reports give the office a continuous, accurate picture of the vessel's position, performance, and fuel consumption.